Department of
Career and Technical Education

Program Evaluation for Career Development

Local Education Agency (LEA): _____

Reporting_Date: _____

Completed_By: _____

Instructor: _____

Administrator: _____

S = A Strength
M = Meets Expectations
I = Improvement Opportunity
NA = Not Applicable

Standard One - Instructional Planning and Organization

1) Does the school provide an identifiable guidance program of services that provides all students with information about career options, advises them on appropriate educational paths and provides necessary support for success in their career programs? (Suggest reviewing Program of Work (POW), manuals/guides that include a description of services provided and follow-up reports.)

2) Does the program have a yearly Program of Work (POW) on file in the administrative and state supervisor's offices? (Suggest reviewing POW with timelines for completion and monthly travel schedules.)

3) Are program accountability reports submitted on a timely basis showing progress toward Program of Work guidelines? (Suggest reviewing end-of-the-year reports.)

4) Is a developmentally appropriate assessment (testing) program in place that assesses students' interests, aptitudes and achievement and interprets results to students and other appropriate entities? (Suggest reviewing types of tests, grade level delivered and procedures for dissemination and interpretation of results.)

5) To what extent is a plan in place to disseminate developmentally and sequentially appropriate career development concepts and materials in group/classroom settings? (Suggest reviewing group/classroom activity samples for each grade level.)

6) Describe the program's strengths for instructional planning and organization:

7) Describe the program's improvement opportunities for instructional planning and organization:

Standard Two - Instructional Materials Utilization

1) Does the career development materials support the state-approved guidelines for the instructional program? (Suggest reviewing instructional materials.)

2) Have local, federal or other funds been utilized for the purchase of instructional materials? (Suggest reviewing budget.)

3) Has a career resource center been established and is easily accessible for students, instructors and public use? (Suggest reviewing resource center for career information materials.)

4) Is a computer assisted guidance program in place with ready access to computer hardware and Internet capabilities? (Suggest reviewing hardware, career guidance software, computer labs and lab schedules.)

5) Is a career portfolio system in place and utilized by students? (Suggest reviewing career portfolio system.)

6) Describe the program's strengths for instructional materials utilization:

7) Describe the program's improvement opportunities for instructional materials utilization:

Standard Three - Instructional Personnel

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1) Does the counselor hold the appropriate license or credential in his/her specific field? (Suggest reviewing teaching license/credential and/or resume.)

2) Does the counselor attend summer conferences, conventions, professional improvement meetings or other sources of training? (Suggest reviewing instructor's technological and professional growth activities.)

3) Has the counselor developed and utilized methods to ensure that administrators are familiar with the goals, objectives and activities of the program? (Suggest reviewing procedures used for informing administrators about the program goals and objectives.)

4) Does the program work harmoniously with other faculty and correlates the program with other subject areas? (Suggest reviewing personnel available and discuss use of these services.)

5) Does the instructor hold leadership positions within professional and/or community organizations? (Suggest reviewing community involvement and professional leadership activities.)

6) Describe the program's strengths for instructional personnel:

7) Describe the program's improvement opportunities for instructional personnel:

Standard Four - Enrollment and Student-Teacher Ratio

1) Are enrollment and class sizes in compliance with state guidelines? (Suggest reviewing enrollment by program for past three years, recommend 350-1 ratio.)

2) Are efforts made to help students enroll in dual credit courses or articulate to educational programs? (Suggest discussing dual credit and articulated programs.)

3) Do all students complete appropriate academic courses that prepare them for high skill/high wage occupations in their career cluster of choice? (Suggest reviewing student 4/6 year plans.)

4) Describe the program's strengths for enrollment and student-teacher ratio:

5) Describe the program's improvement opportunities for enrollment and student-teacher ratio:

Standard Five - Equipment and Supplies

1) Is there an established budget for the program? (Suggest discussing the availability of funds for updating and upgrading equipment and materials.)

2) Is a current inventory of equipment and/or materials on file and updated annually? (Suggest reviewing equipment inventory.)

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3) Is equipment available to support the latest career development technology in the program? (Suggest observing equipment to determine its effectiveness, computer technology, Internet materials, etc.)

4) Describe the program's strengths for equipment and supplies:

5) Describe the program's improvement opportunities for equipment and supplies:

Standard Six - Instructional Facilities

1) Is the size and arrangement of the program's office adequate to ensure safety and quality counseling in relation to the program's objectives? (Suggest observing size and arrangement of office facility.)

2) Have the facilities been properly maintained to provide an environment conducive to learning and working? (Suggest observing maintenance of the facility.)

3) Are facilities barrier-free to accommodate students with disabilities? (Suggest reviewing facilities for special features or modifications to accommodate students with disabilities.)

4) Is the storage space functional and sufficient for the program's materials, supplies, equipment and projects? (Suggest observing storage space.)

5) Is adequate office space provided that contains a computer, printer, telephone, desk, file cabinets and assures privacy/confidentiality? (Suggest observing office space.)

6) Describe the program's strengths for instructional facilities:

7) Describe the program's improvement opportunities for instructional facilities:

Standard Seven - Safety and Sanitation Training and Practices

1) Is the program's office and career center arranged in such a manner to emphasize safety? (Suggest observing facilities and equipment for appropriate health, comfort and safety features.)

2) Does the facility provide adequate hearing, light and noise control to provide a safe environment conducive to the program? (Suggest reviewing facility for proper heating, cooling, lighting, noise and ventilation.)

3) Describe the program's strengths for safety and sanitation training and practices:

4) Describe the program's improvement opportunities for safety and sanitation training and practices:

Standard Eight - Program Advisory Committee and Community Relations

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1) Does the program's advisory committee meet as required, maintain and submit minutes of each meeting and provide recommendations for program improvements? (Suggest reviewing most recent advisory committee minutes and review action taken on previous committee recommendations.)

2) Does the advisory committee include a balanced representation from counselors, parents, teachers, appropriate business and industry personnel, local program teacher and reflect appropriate gender balance? (Suggest reviewing list of committee members.)

3) Are recommendations from the advisory committee acted upon and/or incorporated into the curriculum and the results relayed to all committee members? (Suggest reviewing minutes of recent meetings and changes in the program's materials and equipment as a result of committee recommendations.)

4) Are informative materials/meetings used to enlighten educators, parents, students, business/industry and the general public concerning the program? (Suggest reviewing news releases, brochures, posters, etc.)

5) Describe the program's strengths for program advisory committee and community relations:

6) Describe the program's improvement opportunities for program advisory committee and community relations:

Standard Nine - Leadership Development Opportunities/Career and Technical Student Organization

1) Does the career development program encourage student participation in career and technical student organizations and the leadership efforts of these organizations? (Suggest reviewing student organization support.)

2) Describe the program's strengths for career and technical student organizations:

3) Describe the program's improvement opportunities for career and technical student organizations:

Standard Ten - Workplace Experience/Cooperative Learning Experience

1) Does the program provide leadership and support work-based educational experiences such as job shadowing, externships, career day, college days and cooperative work experiences? (Suggest reviewing programs that support work-based educational experiences.)

2) Describe the program's strengths for coordination activities:

3) Describe the program's improvement opportunities for coordination activities:

Standard Eleven - Special Populations

1) Is program prepared to respond to the needs of special population students? (Suggest reviewing instructional methods and adaptations.)

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2) Is teaching/tutoring assistance available to special population students? (Suggest reviewing teacher observation, student schedules and staffing patterns.)

3) Are facilities barrier-free to accommodate students with disabilities? (Suggest reviewing facilities)

4) Does the advisory committee provide input on innovative instructional techniques, learning systems and instructional aids as necessary for the success of special population students? (Suggest reviewing minute of recent meetings.)

5) Has program been successful involving special population students in career and technical student organizations? (Suggest reviewing CTSO membership.)

6) Describe the program's strengths for special populations:

7) Describe the program's improvement opportunities for special populations:

Standard Twelve - Educational Equity

1) Does the program recruit and retain nontraditional students? Note: Equal access to your classroom is presumed. (Suggest reviewing classroom/laboratory environment, enrollment practices, enrollment and retention statistics and CTSO membership.)

2) Does the program ensure use of bias-free instructional materials? (Suggest reviewing texts, software and other media.)

3) Does the program's career education component feature nontraditional careers? (Suggest reviewing career fair activities, field trips, instructional media.)

4) Is the program's advisory committee gender balanced? (Suggest reviewing advisory committee membership.)

5) Are students encouraged to participate in nontraditional occupational experiences? (Suggest reviewing job shadowing/internships/coop placements.)

6) Describe the program's strengths for educational equity:

7) Describe the program's improvement opportunities for educational equity: